

Monthly Expenditure Report



Reporting Month: March 2023

Budget Fiscal Year: 2022-2023

NC Name: Coastal San Pedro
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$29455.78	\$707.04	\$28748.74	\$0.00	\$0.00	\$28748.74

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$12500.00	\$707.04	\$7192.64	\$0.00	\$7192.64
Outreach		\$0.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$19500.00	\$0.00	\$10364.13	\$0.00	\$10364.13
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$13736.19	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	IN THE MAILROOM	03/09/2023	Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Lloyd Staffing, Bridgegap Temporary Staffing and Services Agency, The Mailroom, and office supplies.	General Operations Expenditure	Office	\$295.00
2	IN THE MAILROOM	03/09/2023	Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Lloyd Staffing, Bridgegap Temporary Staffing and Services Agency, The Mailroom, and office supplies.	General Operations Expenditure	Office	\$295.00
3	SQ BRIDGEGAP	03/10/2023	Approval of Monthly Expenses, including approval of Treasurer's payment of all recurring Neighborhood Council expenses including (but not limited to) Bridgegap Temporary Staffing and Services Agency, The Mailroom, and office supplies.	General Operations Expenditure	Office	\$117.04

	Subtotal:	\$707.04
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Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal: Outstanding					\$0.00

INVOICE



The Mailroom-Virtual Office Services
1840 S Gaffey St, Suite 102, San Pedro, CA
90731, UNITED STATES
ksmith-mailroom@mail.com; Website: City of
Los Angeles BTRC# 0000109027-0001-9

Invoice No#: 456-CSPNC
Invoice Date: Mar 8, 2023
Reference: FEB 2022 SERVICES
Due Date: Mar 18, 2023

\$295.00
AMOUNT DUE

BILL TO

Coastal San Pedro Neighborhood Council
sakerblom@yahoo.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	FEB 2023 Services VIRTUAL OFFICE SERVICES: Printing of documents as needed (not to exceed 1000 pgs/mo, finalizing and emailing all correspondence of the board, answering telephone, responding to general emails, and physical posting of notices at Mailroom. Updating of website as needed incl posting all agendas, minutes, announcements, news. Also includes telephone answering service. Flat monthly rate \$175.	1	\$175.00	\$175.00
2	FEB 2023 MONTHLY STORAGE FEES Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, table cloths, canopies, folding chairs, banners, etc.	1	\$50.00	\$50.00
3	SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE FEB 2023: Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.	1	\$25.00	\$25.00
4	Constant Contact - FEB 2023 Constant Contact Email marketing Service @ \$45 per month.	1	\$45.00	\$45.00
			Subtotal	\$295.00

Shipping

\$0.00

TOTAL

\$295.00 USD

THE MAILROOM

1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

03/08/2023 - 16:32 PST

Sale

Total	\$295.00
MasterCard	...7559
Name on Card	
Auth Code	004297
Trans ID	MS0153823779
Merchant No	...3929

Thank you for your business!

No additional transfer fees or taxes apply.

Payment services brought by:

Intuit Payments Inc.

2700 Coast Avenue, Mountain View, CA 94043

Phone number 1-888-536-4801

NMLS #1098819

For more information about Intuit Payments' money transmission licenses, please visit

<https://www.intuit.com/legal/licenses/payment-licenses/>.

Customer copy

INVOICE



The Mailroom-Virtual Office Services
1840 S Gaffey St, Suite 102, San Pedro, CA
90731, UNITED STATES
ksmith-mailroom@mail.com; Website: City of
Los Angeles BTRC# 0000109027-0001-9

Invoice No#: 455-CSPNC
Invoice Date: Mar 8, 2023
Reference: JAN 2022 SERVICES
Due Date: Mar 18, 2023

\$295.00
AMOUNT DUE

BILL TO

Coastal San Pedro Neighborhood Council
sakerblom@yahoo.com

#	ITEMS & DESCRIPTION	QTY/HRS	PRICE	AMOUNT(\$)
1	JAN 2023 Services VIRTUAL OFFICE SERVICES: Printing of documents as needed (not to exceed 1000 pgs/mo, finalizing and emailing all correspondence of the board, answering telephone, responding to general emails, and physical posting of notices at Mailroom. Updating of website as needed incl posting all agendas, minutes, announcements, news. Also includes telephone answering service. Flat monthly rate \$175.	1	\$175.00	\$175.00
2	JAN 2023 MONTHLY STORAGE FEES Storage fees for storing sound equipment, file cabinet w/files, current printer, old outdated printer & sorter, paper goods, table cloths, canopies, folding chairs, banners, etc.	1	\$50.00	\$50.00
3	SOCIAL MEDIA/EMAIL BLAST MONTHLY FEE JAN 2023: Emails sent through Constant Contact to stakeholder list announcing upcoming committee meetings and monthly meetings. Also includes posting of meetings on CSPNC Facebook page.	1	\$25.00	\$25.00
4	Constant Contact - JAN 2023 Constant Contact Email marketing Service @ \$45 per month.	1	\$45.00	\$45.00
			Subtotal	\$295.00

Shipping

\$0.00

TOTAL

\$295.00 USD

THE MAILROOM

1840 S. GAFFEY STREET
SUITE 102
SAN PEDRO, CA 90731
3105141797

03/08/2023 - 16:30 PST

Sale

Total	\$295.00
MasterCard	...7559
Name on Card	
Auth Code	088206
Trans ID	MQ0155613114
Merchant No	...3929

Thank you for your business!

No additional transfer fees or taxes apply.

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Customer copy



Bridgegap
 10008 National Blvd.#319
 Los Angeles, CA 90034 United States
 info@btsasa.com | 310-387-1374

Invoice #20091168

Issue date
 Feb 3, 2023

CSPNC01172023

We appreciate your business.

Customer

Sheryl Akerblom
 CSPNC
 epperhart@cox.net
 1840 S. Gaffey Street
 Box 34
 San Pedro, CA 90731

Invoice Details

PDF created March 21, 2023
 \$117.04
 Service date January 17, 2023

Payment

Due March 5, 2023
 \$117.04

Items	Quantity	Price	Amount
Minute Taking	1	\$117.04	\$117.04
Subtotal			\$117.04

Total Paid **\$117.04**

Payments

Mar 9, 2023 (Mastercard 7559) \$117.04



View online

To view your invoice go to <https://gosq.me/u/6s2o00Pv>
 Or open the camera on your mobile device and place the QR code in the camera's view.